

## **CITY OF SELAH**

### **DEPUTY FIRE CHIEF/FIRE MARSHAL**

*This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.*

#### **DEFINITION**

Performs a variety of technical, administrative, supervisory and hands on work in the planning, organizing, directing and implementing department wide training, fire and life safety inspections, fire prevention, fire suppression, and emergency medical services.

#### **RESIDENCY REQUIREMENT**

Must reside within 15 minutes of Station 21 and must be within 5 minutes of Station 21 during duty weeks and duty shifts.

#### **SUPERVISION RECEIVED AND EXERCISED**

Works under the general guidance and direction of the Fire Chief.

Supervises all subordinate career, volunteer officers, firefighters, EMS, and support personnel directly or indirectly through subordinate officers.

#### **ESSENTIAL JOB FUNCTIONS**

Essential functions and duties include, but are not limited to, the following:

1. Reviews departmental performance and effectiveness; formulates programs or policies to alleviate fire-ground deficiencies.
2. Evaluates the need for new equipment and supplies and prepares and presents budget request to the Chief.
3. Responds to alarms and direct activities at the scene of major emergencies as needed. And Performs all the functions and activities that a firefighter is expected to perform associated with structural, wildland, and other fire suppression and EMS (as described in the Selah Fire Department Personnel Policy Manual, Firefighter Work Description, Page 2-126) as needed.
4. Responsible to consult with station officers regarding firefighters developmental needs for the fire department.
5. Prepares reports of activities as directed and presents them to the Chief.
6. Instructs classes for fire department personnel and members of the public.
7. Will report to the Chief acts of gross negligence performed at emergency scenes.
8. Oversees pre-fire planning, extinguishing and monitoring systems and the instruction of fire prevention.
9. Reviews and approves plot plans for fire service features and code compliance.
10. Coordinates with building officials for fire related code review and approval of occupancy permits and business licenses.
11. Schedules, supervises and conducts inspections of fire hydrants, sprinkler and alarm systems, existing structures, construction and remodel sites for compliance with fire codes. Resolves compliance problems with owners within scope of knowledge and authority.
12. Calculates water fire flows for building requirements.
13. Responds to and investigates all major fires and all suspicious or undetermined causes of fire.

14. Provides public education in fire prevention, including giving talks, demonstrations, and presentations before community groups, schools, and other organizations or institutions.
15. Responds to complaints regarding fire code violations and fire hazards. Issues warnings and recommends citations for fire code violations.
16. Maintains data and records regarding fire inspection or prevention activities; prepares a variety of reports regarding fire inspection or prevention as required.
17. Recommends and develops proposed fire prevention policies, procedures and codes.
18. Plans, coordinates, supervises, delivers and evaluates Fire and EMS training.
19. Responsible for monitoring and evaluating training presentations and drills, document conclusions, and make recommendations to the Chief on training matters.
20. Prepares quarterly reports of training activities and attendance and presents them to the Chief.
21. Assures that training records are current, accurate, and comprehensive. Monitor training records to ensure training standards are being met. Maintains a certification inventory and notifies volunteers of expiration dates.
22. Develops training courses, evaluates training courses prepared by others, coordinates station officers in training programs, and updates lesson plans as needed.
23. Responsible to procure and maintain necessary supplies and equipment for the delivery of training classes.
24. Facilitate the registration of personnel in training courses, seminars, conferences, and other outside training activities.

The above list of essential functions, duties and responsibilities is not all inclusive. Omission of specific statements of functions, duties, or responsibilities does not exclude them from the position if the work is similar, related to, or a logical assignment to the position.

**Peripheral Duties:**

- Attends conferences and meetings to keep abreast of current trends.
- Performs the duties of command personnel as needed and fulfills obligations during duty days or duty weeks.
- Serves as a member of various employee committees and associations.
- In the absence of the Chief, this position will be next in command of the fire department.
- Assists in training new employees.
- Assists in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, or emergency aid activities.
- Responds as command officer on major incidents.
- Other duties as assigned.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

- Working knowledge of modern fire prevention principles, procedures, techniques and equipment.
- Working knowledge of the current addition of the International Fire Code, International Building Code, and International Residential Code.
- Working knowledge of inspection techniques.
- Working knowledge of fire suppression techniques and equipment.
- Working knowledge of firefighting tactics and hydraulics
- Thorough knowledge of modern fire suppression and prevention and emergency medical services, principles, procedures, techniques, and equipment.
- Working knowledge of first aid and resuscitation techniques and their application as demonstrated through State E.M.T Certification.
- Considerable knowledge of applicable laws, ordinances, departmental standard operating procedures and regulations.
- Ability to act effectively in emergency and stressful situations.
- Ability to train and supervise subordinate personnel.
- Ability to perform work requiring good physical condition.
- Ability to communicate effectively orally and in writing.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to effectively give and receive verbal and written instructions.
- Ability to establish and maintain effective working relationships with other employees, supervisors, volunteers and the public.
- Ability to meet the special requirements listed below.
- Skill in the operation of the listed tools and equipment.

## **SPECIAL REQUIREMENTS:**

- No felony convictions or disqualifying criminal history.
- Must be a U.S. citizen.
- Must be able to read and write the English language.
- Ability to meet Departmental physical standards annually.

## **TOOLS & EQUIPMENT USED:**

- Emergency medical aid unit, fire apparatus, fire pumps, hoses, ladders, first aid equipment, radio, pager, personal computer, phone and other standard firefighting equipment.

## **QUALIFICATIONS**

### **Education, Experience, and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### **Education:**

- Graduation from a college or university with an associate degree in fire science, fire command administration, or a closely related field

**Experience:**

- Ten (10) years' experience in fire service work.
- Three (3) years' experience as volunteer Captain or above, or three (3) years as a career firefighter involving work with volunteer, paid call and full time personnel; in Fire Suppression, Emergency Medical Response, Fire Code Enforcement, Training and Incident Command experience.

**Training, licensing, or certifications:**

- Must possess a valid WA. State driver's license without record of suspension or revocation in any State.
- Must currently possess or receive the following certifications within the one year probationary period: EMT Basic; Red Card Firefighter 2; Washington State Fire Instructor I, and Fire Code Inspector certification from the International Code Council, or International Fire Service Accreditation Congress.

**WORKING CONDITIONS****Environmental Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during the day and night shifts. Work is often performed in emergency and stressful situations. Individuals are exposed to loud noises and hazards associated with fighting fires and rendering emergency medical assistance, including but not limited to, smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.

The noise level in the work environment is usually quiet in office settings, and loud at an emergency scene.

**Physical Conditions:**

In order to perform the essential functions of this position the employee must possess physical strength and ability to perform intermittent strenuous work for extended periods of time under extremely dangerous and uncomfortable conditions, often while wearing bulky protective gear, including self-contained breathing apparatus. Strenuous work is defined as exerting force sufficient to lift and carry up to 150 pounds of body weight and occasionally, as a team member, to lift and maneuver onto a gurney body weight up to 350 pounds, or as necessary lift whatever weight is required to handle the emergency or rescue. Often the lifting must be done in spaces where use of correct lifting techniques is not possible. Physical stamina and agility sufficient to perform physical activities such as climb up and down stairs, raise and climb ladders, crawl into confined spaces, wield axes, haul hose, etc., and sustain this activity for the duration of the emergency without interruption while wearing bulky protective gear. Hearing ability sufficient to use stethoscope to assess heart and lung sounds where ambient noise is a factor, and to communicate with team members and use portable radio while wearing self-contained breathing apparatus. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.